**Terms and Conditions**

Maryland Commercial Community Solar Energy Grant Program

As of December 13, 2017

Terms and Conditions are subject to change at any time by the Maryland Energy Administration (MEA).

# Subscriber Incentive Rates

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| --- | --- | --- |
| Residential Community Solar Grant Program Incentives Rates | | |
| Business Category | $100/kW | The maximum subscription size for which the incentive applies is equal to the smaller of 100% of annual energy use\* (kWh) divided by 1250 kWh/kW, or 200 kW). |

\* When calculating energy use, use the total electricity used during the last full calendar year (in kWh), or the electricity from the last 12 monthly bills received prior to the submittal of the application.

The Maryland Energy Administration (MEA) reserves the right to change the incentive rate without notice at any time.

# Application Process

The subscriber should include their tax identification number on **the MEA copy of the application only**.

In addition to providing a completed application, the **subscriber/applicant** must also provide MEA with documentation that:

* the subscription organization has been paid in full (normally a final invoice showing zero balance or a final invoice stamped “Paid in Full”). A loan to pay off the outstanding balance meets the “Paid in Full” criteria as long as loan payments are not linked to the output of the community solar array.
* the subscriber has a business within the utility service area of the community solar project. This is normally documented with an electric utility bill with the subscriber’s name and address, a page or two from a rental or leasing agreement, the applicable page from the State Department of Assessment and Taxation (SDAT) database demonstrating ownership of the property.

# Additional Applicant Information

In the event of limited program funding, grants will be paid in the order of project completion, and within the project, in the order of application.

For an applicant (subscriber) to receive a grant payment, the solar array must be in the same utility service area as the applicant/(subscriber).

When MEA submits a grant for payment, some grant and grantee information will be provided to other State agencies to process the payment of the grant. These offices include the Governor’s Office of Finance and Administration, and the Comptroller of Maryland.

Unless otherwise provided by law or court order, portions of the information may be subject to disclosure upon request for inspection under Maryland’s Public Information Act. To the extent permitted by law, personal information will not be disclosed except for the purpose of processing your grant application.

Commercial Community Solar Grants are limited to one grant per business address. For the purpose of this grant, multiple subscriptions made to different projects at approximately the same time are counted as a single subscription (e.g. 2 kW from array 1 on Monday + 3 kW from array 2 on Tuesday + 4 kW from array 3 on Wednesday are equivalent to 9 kW on a single grant application – use additional pages to describe the situation).

The Maryland Office of the Comptroller has determined that, based on IRS rules, a state grant is considered taxable income.

Commercial Community Solar Grants will only be issued for projects financed under an ownership model. Solar leases and Power Purchase Agreements are not incentivized under this program.

Grants will only be issued for initial subscriptions between the subscriber and the subscriber organization prior to the initial submittal of subscribers to utilities (which normally occurs 30-60 days before initial system operation). Applicants will receive payment only if they are included in a listing of initial subscribers from the subscription organization to the utility company.

Applicants are responsible for keeping their address, phone number and email address up to date with MEA until grant payment is received.

Solar incentives are not designed to pay for the system outright, but to work with other federal, state, local and utility incentives to encourage a questionable subscriber toward solar adoption.

Subscriptions where the required solar capacity (annual energy use (kWh)/1250 kWh/kW) exceeds 200 kW will not be incentivized under the commercial community solar program.

The information being requested by the Application is necessary to document the completion of the project and to ensure qualification of subscribers.

Before grants may be paid to applicants, the **Subscription Organization** must provide MEA with information discussed under “Subscriber Organization Information”

Grants will not be paid for projects that are determined to have an adverse impact on a historic property or district (as determined by MEA in consultation with the Maryland Historic Trust).

# Subscriber Organization Information:

Subscriber Organizations must receive a subscriber organization number from the Maryland Service Commission to participate in the Community Solar Pilot Program.

PV systems must be installed and operated in compliance with the requirements of local codes and national safety certification systems:

PV systems must be in compliance with the applicable utility Community Solar Tariff.

PV systems must be installed by installation contractors who maintain at least one staff member with a North American Board of Certified Energy Practitioners (“NABCEP”) Installation Certification; or, for companies with at least 50 employees, at least one staff member with a NABCEP Installation Certification for every 25 non-administrative employees, except if an installation contractor has been registered to do business in Maryland for less than 12 months prior to the submission of an application for a grant.

Before grants may be paid to applicants, the **Subscription Organization** must provide MEA with:

* the Subscriber Organization name and number
* project identification data (name or number) used to match subscribers to the project
* a list of project subscribers (and addresses) who submitted grant applications
* certification that the solar array is complete and on-line, producing creditable electricity to the utility company.
* A textual description of the as-built project (project capacity (kW), number and size of solar modules, ground acreage or rooftop square footage, number and size of inverters, total number of subscribers: # commercial, # residential, # LMI, # Low Income, etc.).
* one or more pictures of the completed project.
* a textual description of the subscription structure (ownership, PPA, lease). If the subscription structure is unusual, please explain it.
* a copy of the Permission to Operate letter provided by the utility. If the Permission to Operate letter does not provide system capacity, provide documentation of system capacity.
* proof/record of Maryland Historic Trust review/approval (unless conducted by MEA)

# Maryland Historic Property Review

The Maryland Energy Administration (MEA) is required to assess the impact of Grants on historic resources. **Subscriber Organizations** are encouraged to “pre-screen” their projects to reduce the odds of subscriber grant applications being rejected on historic preservation grounds. If the property is less than 45 years old and is NOT recorded in the Maryland Inventory of Historic Properties (MIHP) the project is exempt from historic preservation review. Subscriber Organizations (and subscribers if desired) may:

• Browse the Department of Assessments website @ http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx to find the age of their property.

• Browse the Department of Natural Resources Maryland's Environmental Resources and Land Information Network, or MERLIN Online, @ [http://maryland.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=dbbf07c4978140ca992f5e1c2b05635d#](http://maryland.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=dbbf07c4978140ca992f5e1c2b05635d)! to see if a property is recorded in the MIHP. Select “layers” and select the Maryland Inventory of Historic Properties.

• Contact MEA’s historic preservation specialist via email at [fred.shoken@maryland.gov](mailto:fred.shoken@maryland.gov).

# SRECs

**Subscriber Organizations** will register projects in PJM’s GATS database to gain SRECs. If the Subscriber Organization elects to not register the project, they will inform MEA of the reason for non-registration.

Grant Program Terms and Conditions Ver. 1.0 Effective Date: 11/11/2017